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DRMS-D 5210.2

DRMS-IZ


APPOINTMENT OF DRMS TERMINAL AREA SECURITY OFFICER(S) (TASOs)
(Supplementation is prohibited.)


A.  REFERENCES

   1.  DLAR 5200.17, Security Requirements for Automated Information And Telecommunications Systems.

   2.  DRMS-M 5210.1, Defense Reutilization and Marketing Service (TASO) Manual.

   3.  DRMS-R 5200.1, Processing of Requests for Computer User Accounts.

   4.  DoD 5200.2-R, Appendix K ADP Position Categories and Criteria for Designating Positions.

   5.  DoD Directive 5200.28, Security Requirements for Automated Information Systems (AISs).

   6.  Example of Appointment Letter, enclosure 1.

   7.  Supplemental Assignment Data Sheet (SADS), enclosure 2.

B.  PURPOSE.  This procedure describes the method for the appointment of Terminal Area Security Officers (TASOs).  It standardizes specific actions and required documentation for all locations.

C.  APPLICABILITY AND SCOPE.  This procedure applies to HQ DRMS, the directorates of Operations East and West, Europe, the International Sales Office (ISO), and all Defense Reutilization and Marketing Offices (DRMOs), Foreign Nationals and all Military personnel assigned to Defense Reutilization and Marketing Service (DRMS).

D.  DEFINITIONS.

   1.  ADP-II.  Those positions in which the incumbent is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority of the ADP-I category to insure the integrity of the system.

   2.  Contractors.  Person employed by private industry who performs duties in accordance with government contract.

   3.  Foreign national.  Person of foreign country nationality.

   4.  ISSO.  Information Security System Officer (ISSO) person responsible for the TASO program.  Any questions should be directed to this person.  The activity focal point for all computer security matters.

   5.  TASO manual.  Manual established to define TASO requirements as stated in DLAR 5200.17.

6.  SADS.  Supplemental Assignment Data Sheet is used to add duties to a present Position Description (PD).  Supervisors are responsible for seeing that the SADS is attached to TASO's current PD so they can obtain credit for assigned duties.  See enclosure 2.

E.  POLICY

   1.  Appointment of Terminal Area Security officer.

     a.  TASOs are appointed by DRMS managers in writing.
     b.  Enough TASOs must be appointed within their directorate/division to adequately perform the required duties.
     c.  Candidates for the position must, at a minimum, be on ADP-II positions. See reference A4.
     d.  Candidates must be able to perform the duties identified in the SADS.  See enclosure 2.
     e.  Candidates should be in career positions other than secretarial, clerical, or warehouseman.
     f.  Contractors, students, and part-time/temporary employees may not be appointed as TASOs.
     g.  Foreign nationals may not be appointed as TASOs without a formal waiver from existing policy.

   2.  Letter of Appointment.  Enclosure 1 is an example of a formal appointment letter.  A copy of this letter must be sent to DRMS-IZ Information Security System Officer (ISSO).

   3.  TASO Materials.  Security materials are provided to TASOs.  The materials include manuals, user guides, written instructions set, and floppy disks.  The materials are assigned to the position and are to be transferred from one TASO to another as TASO appointments change within organizational elements.

   4.  Guidance to TASOs.  The TASO duties are in direct compliance with references A1 and A2.

F.  RESPONSIBILITIES

   1.  Defense Reutilization and Marketing Service (DRMS) Manager will:

     a.  Appoint an adequate number of TASOs to sufficiently perform the required duties as identified.  See reference A2.
2  Compose letter of appointment to be sent to TASO with copy to ISSO.  See
   enclosure 1.
2  Notify ISSO in writing when TASO(s) are to be changed or deleted.
     2    Assure previous TASO's materials are handed over to new TASO.
     2    Assure TASOs meet all requirements of position.
     2    Assure that a Supplemental Assignment Data Sheet (SADS) has been attached
          to TASO's position description.

   2.  Terminal Area Security Officer (TASO) will:

     a.  Adhere to the guidelines and procedures explained in Reference A2.
     b.  Solicit guidance from the ISSO when necessary.

3.  Information System Security Officer (ISSO) will:

    2   Direct/oversee TASO activities and assure that TASOs are performing duties
        and operating in accordance with regulations.
    2   Serves as the activity focal point for all computer security matters.  In
        the operational capacity, the ISSO implements security procedures for the
        administration of the activity's computer security program.
    2   Provide informational packet in the event a new TASO is assigned and there
        was no previous TASO.
    2   Maintain this regulation in a current status and review it annually.

2    EFFECTIVE DATE AND IMPLEMENTATION.

  1.  Initial TASO Appointment

    a.  TASOs are selected by DRMS Management.
    b.  TASO's and Management will discuss duties as defined in reference A2.
    c.  Assurances are made that TASO meets all requirements of position.

  2.  TASO assignment Documentation

    a.  TASOs receives Letter of Appointment.
    b.  DRMS-IZ ISSO receives copy of appointment letter.
    c.  Copy of letter may be faxed or mailed to DRMS-IZ via the following:

        Fax to DSN 932-4115 or com 616-961-4115.

        Mail to DRMS-IZ, Security
               74 Washington Avenue North
               Battle Creek, MI 49017-3092

2    ACCEPTANCE PROCESSING.  Upon acceptance of The Appointment Letter, a package of
     instructions and information will be sent to appointee explaining TASO duties.

2    INFORMATION REQUIREMENTS.  Reserve for future requirements.

BY ORDER OF THE COMMANDER

                                        /s/
                                        STEVEN P. HOCKETT
                                        Lieutenant Colonel, USAF
                                        Deputy Commander

2 Encl
  1.  TASO Appointment Letter (sample).
  2.  SADS (sample).

Coordination:  All HQ DRMS Directors, East/West Operations Deputy Commander, Europe
Region Commander, ASCW-BPM Ogden Utah

                        EXAMPLE OF APPOINTMENT LETTER

   FROM:                  (DRMS MANAGER)
        DCN E-MAIL xxxxxx@xxxxx.xxxx.xxx

   SUBJECT:  Terminal Area Security Officer, Letter of Appointment


   TO:       John Doe        (appointed TASO)


1.  Reference, DRMS-M 5210.1, Procedures and Guidelines for Terminal Area Security
Officers, March 93.

2.  <taso name>, <office symbol>, <standard logon identifier>, e-mail address>,
<phone number>.

   3.  You are hereby appointed as a (primary/alternate, whichever is applicable)
Terminal Area Security Officer for (identify the area of responsibility, ex.
Directorate, division,   room #, etc.)

4.  This appointment becomes effective on <date>.  You will carry out the duties
and responsibilities as identified in the above Reference.



                              <signed>

cc:
DRMS-IZ

SUPPLEMENTAL ASSIGNMENT DATA SHEET (SADS)

Organization Symbol _____

Employee_____

Pay Plan, Series, Grades_____

Current PD number_____

Date Duties assigned_____

DUTIES:

Above named has been appointed to the duties of Terminal Area Security Officer
(TASO).  Responsible for supporting Agency security requirements and performing
specific security duties.  Duties are in compliance with DLAR 5200.17, Security
Requirements for Automated Information and Telecommunications Systems.  Reference
DRMS-M 5210.1, Procedures and Guidelines for Terminal Area Security Officer, March
93.

- Adhere to the guidelines and procedures for TASOs as defined in DRMS-M 5210.1,
  TASO Manual, dated March 93.
- Serve as a conduit between the computer user and the ISSO.
- Prepare requests for computer access for employees assigned to their designated
  area of responsibility according to the DRMS-R 5200.1 titled, Processing of
  Requests for Computer User Accounts.
- Notify the end user (in writing) of their standard logon ID/Password and
  security responsibilities that apply to their access privileges.
- Keep a log of all computer access assignments granted to each employee.
- When access to a computer system is no longer required, TASO will submit the
  request for deletion of all computer accesses within 24 hours upon notification
  from supervisors.
- Ensure standard logon identifiers are assigned according to DLA standard logon
  policy.
- Will use the AURA system for requesting computer access.
- Perform risk analysis of personal computers.
- Conduct periodic security awareness training.
- Document and report all computer system viruses to DRMS-I.
- Document and report all security violations and incidents to DRMS-I.


                              _____
                              Supervisor